PER COURSE BearPAF GUIDE FOR APPROVERS

Logging In

1) The Per Course BearPAF can be accessed by logging into the *MyMissouriState.edu* portal.

Missouri State.	a b	c d e f g hijkim n p p q r st⊎v w x y z <u>Masouri State Universit</u> y> Log in
Login: abc123 example: abc123 Password: example: account Login: abc123 example: account	te Having trouble logging in? Leant remember my password, What's my account? What is BearPass?	What is BearPass? BearPass is your fast pass to accessing Missouri State resources. This account provides access to email, My Missouri State, Biackboard and more. Learn more about BearPass.
Remember — never share your password with anyone. To protect your personal data, you must close your web browser be Be wary of any web page that asks you for your user ID and password % you for your user ID and password will generally have web addresses th or https://my.missouristate.edu/. In addition, your web browser should vis secure page.	fore leaving this computer ecure Missouri State web pages that ask the opin with <i>https://cams missouristate edu</i> ually indicate that you are accessing a	

- 2) Enter your network user name & password.
- 3) Click on the *WorkFlow* tab.

Missouri State				
Home Profile Academics Te	raching & Advising Work Resources Workflow Campus Services		Missouri State Email Bleckboard 9.1 H	leip Logout
Appouncements	00 Missouri Stata Nauz	00	Today's Events	00
Announcements	Missouri State News		Today's Events	
You have no announcements.	MSU to host China delegation Sept. 21 Thu Sep 17, 2015		Tuesday, September 22, 2015	
	MSU system sets another fall enrollment record		All Day Exhibit - The Graphic Art of Miroslaw Urbaniak: Storyboards, Comics, Cartoons	9
Bookmarks	Wed, Sep 16, 2015 Hispanic Heritage Month celebration includes parade festivals, dance	분분분	All Day Hispanic Heritage Month	0
8	Wed, Sep 02, 2015		All Day International Week of the Deaf	e
JA-SIG Homepage	All News		All Day Mabon (Autumn Equinox)	
IDP SunGard Higher Education Homepage			All Day Managing Team Attitudes & Expectations	
		000	All Day Missouri State Way and United Way Campaigns	e
	Athletics News		TBA Poster Project; Art 483 - Modern Architecture and Lithen Forme	e
	M. Golf. Bears, Johnson Lead After Two Rounds at South Dakota		8:30 AM Man's Golf at South Dakota Covote Classic	
	 M. Soccer, Buckle Earns League Player of the Week Honor Mon, Sep 21, 2015 		10:00 AM Blackboard Learn: Creating Individualized and Group Learning Paths	p
	M. Soccer. Soccer Bears Take Down No. 18 Loyola Marymount Sup. Soc. 20, 2015		10:00 AM Careers In Finance Discussion	
	All News		10:00 AM College of Business Career Fair	
			11:00 AM Careers in Accounting Discussion	
			11:00 AM Careers in Marketing Discussion	

Approving a Per Course BearPAF

1) The *WorkFlow* tab will show all actions awaiting your approval.

Missouri State		
	Missouri State	Blackboard 9.1 Help Lo
me Profile Academics Teaching & Advising Work Resources Workflow Campus Services		
		00
y Worklist		
Workflow Name	Activity	Created
BearPAF Per Course Hire - M000 Timothy A Ready	Department Approval	29-Sep-2015 02:22:33 PM
BearPAF Per Course Hire - M000 Michael L Ready	Department Approval	29-Sep-2015 02:20:39 Pt
BearPAF Per Course Hire - M000 Emily S Performing	Department Approval	29-Sep-2015 02:10:18 P
BearPAF Per Course Hire - M000 Emily S Performing	Department Approval	29-Sep-2015 01:49:56 Pf
BearPAF Per Course Hire - M000 Michael L Performing	HR Decision	23-Sep-2015 04:38:37 P
	E Refresh E	Show Entire Worklist
		(

2) Click on the employee name of the BearPAF that you would like to Approve, Reject or Return. If the information on the BearPAF appears to be correct & can be approved, select approve & then click complete. If the decision is to reject or return for correction, then an explanation must be made in the comment field before the BearPAF is submitted back to the Initiator.

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«Back to My Missouri Siate	M 🗵 🗔 🖇	
BearPAF - Per Course Approval	3 Workflow Help	^
The Faculty members primary position & highest degree information will show here. Bearpass Number: M0009 Name: Highest Degree: Master of Arts - Missouri State University		
New Per Course Assignment Information that the information that the Faculty member is being hired for is isided here New Per Course Assignment Parm CRN Subject/Course Sector Sect		
Contact Hours:3 Credit Pay per Additional Total Hours Hour Annt Salary 2 x 2000 = 5000 ± 0 = 5000 Funding Salary		l
Information is listed here Position Funding EOAPAL Percent		
This section lells you who completed the Bogart. Michele M - Human Resource Records Technic - OFFICE OF HUMAN		l
BearPAF: This allows RESOURCES you to Approve, Region - Approve Request2 Republic for Corrections - Approve Request2 Republic for Corrections - Republic for Corrections Restorm for Corrections - Return for Corrections		
Comments:		Ť

Assigning a Proxy

A form to assign a proxy is located on the HR website. The form can be completed & e-mailed to <u>HRRecords@missouristate.edu</u> for processing.

Act as a Proxy

You will not receive BearPAF notifications as a proxy. You will need to sign-in to Workflow on a regular basis in order to access forms you need to approve.